

"SAMPLE" SAFETY & HEALTH WRITTEN PROGRAM

Guidelines For Compliance With

UOSHA Rules & Regulations

ACKNOWLEDGEMENTS

This material was compiled by the staff of UOSHA.

NOTE: this sample plan is provided only as a guide to assist in complying with Utah Occupational Health and Safety's Rules and Regulations. It is not intended to supersede the requirements detailed in the guidelines. Employers should review the standard for particular requirements which are applicable to their specific situation. Employers will need to add information relevant to their particular facility in order to develop an effective program. Employers should note that certain programs are expected to be reviewed at least on an annual basis and updated when necessary.

The information contained in this document is not considered a substitute for any provisions of the 29 CFR 1910 or 29 CFR 1926 standards.

GENERAL INDUSTRY / CONSTRUCTION

The attached Safety and Health Program is for your use in developing your company's program. This program is not complete: It requires your review and edit before it becomes your program. Add any categories you need. Remove those that do not apply to you. Expand the areas you need and delete those areas that don't fit your business. The Statement of Safety and Health Policy will fit any type of business. This document needs the company letterhead, date, signature and title only. Feel free to tailor it to fit your company as you see best.

STEPS TO TAKE IN PREPARING YOUR PROGRAM:

1. Review, edit, and print the Statement of Safety and Health Policy on company letterhead, date, and sign.
2. Carefully review the entire program. Delete those items or topics which do not apply to your company.
3. Treat this as your core program. Be advised, there are other individual specialized programs, such as a hazard communication program, a confined space program, or a respiratory protection program, that may be required for your particular company. You may incorporate these other programs right into this core program document, add them as appendixes to this document, or treat them as separate individual programs.
4. Add those items not listed that you know are required or needed, or those policies, programs, or items that as a company you wish to include, in the appropriate section. For example, if you require safety shoes or hardhats on all your job sites or in your shop areas, so state.

5. Edit, then print your program.

OCCUPATIONAL SAFETY AND HEALTH POLICY

It is our policy to provide a safe, accident-free, and healthy work environment for everyone. However, excellent safe and healthy conditions do not occur by chance. They are the result of diligent work and careful attention to all company policies by everyone.

Our safety and health program has been developed to assure this company's compliance with federal, state, and local regulations with emphasis on the Utah Occupational Safety and Health Rules and Regulations that apply to our operations. Your attention is also directed to the Safety and Health Protection On The Job poster you will find on the bulletin board.

Safety demands cooperation on everyone's part. Thus, it is important that communication be kept open at all times between the management and employees. Workers who notice hazards or other safety problems, or feel that they need additional training, must notify their supervisor. Supervisors and management must address these concerns and take corrective action when warranted.

Everyone is obligated to be knowledgeable of the standards applicable to their area or job, and just as important, to abide by them. Supervisors must instill a positive attitude and safety awareness in their subordinates through personal adherence, personal contact, training, and regularly scheduled safety

meetings. It is the duty of all employees to perform their work with maximum regard for the safety of themselves and co-workers.

Our safety policies are based on past experience and current standards, and are also an integral part of the company's personnel policies. This means that compliance with the policies is a condition of employment and must be taken seriously. Failure to comply is sufficient grounds for disciplinary action or for termination of employment.

Safety and Health are every bit as important in this organization as productivity and quality. In fact, they go hand in hand. Of course the best reason for you to observe these policies is because it's in your own self-interest to do so. Conscientiously following them can help you stay safe, healthy, and able to work, play, and enjoy life to its fullest.

(C O M P A N Y N A M E)

S A F E T Y & H E A L T H

P R O G R A M

(Company Name)

SAFETY AND HEALTH PROGRAM

It is the policy of this Company to provide to the best of our ability, an accident-free work environment by eliminating recognized hazards from the workplace. Our health and safety program, and specific individual programs, have been developed to assure compliance with federal, state, and local regulations with particular emphasis on the Utah Occupational Safety & Health Rules and Regulations that apply to our operations.

In order to maintain the safety standards desired by our company, it is necessary to actively pursue an accident prevention program through all levels of our company, from management through all employees. Safety & Health are functional responsibilities of each supervisor.

Safety & Health are of vital interest to everyone in the company: each level of our organization is accountable for safe performance. Compliance with this program and safety and health rules is taken very seriously. This means that failure to comply is sufficient grounds for disciplinary action or for termination of employment. These policies are an integral part of the company's personnel policies.

UTAH OCCUPATIONAL SAFETY AND HEALTH ACT

The Utah Occupational Safety and Health Act (as last amended by Chapter 150, Laws of Utah 1991)

provides that every employer engaged in business in the State of Utah shall:

- a. Furnish to each employee a place of employment free from recognized hazards that are causing or likely to cause death or serious physical harm.
- b. Comply with occupational health and safety standards and rules, regulations and orders pursuant to the Act that are applicable to company business and operations.
- c. Comply with, and require all employees to comply with, occupational safety & health standards and regulations under the Act which are applicable to their actions and situations.
- d. Encourage employees to contact their immediate superior for information that will help them understand their responsibilities under the Act.

SAFETY & HEALTH RESPONSIBILITIES

Our goal is to protect employees from injury while working for our company.

This must receive top priority from everyone.

Duties and responsibilities of all personnel under our Safety & Health program.

Safety & Health Director/Manager

- a. Provides all levels of management the services and technical advice needed for proper administration of the safety and health Program.
- b. Develop programs and technical guidance to identify and remove physical, chemical, and biological hazards from facilities, operations, and sites.
- c. Formulates, recommends and administers approved changes to the accident prevention program.
- d. Assists management and supervisors in the safety and health training of employees.
- e. Conducts inspections to identify unhealthy or unsafe conditions or work practices. Prepares written reports of inspections.
- f. Maintains outside professional contacts.

- g. Recommends programs and activities that will develop and maintain incentives for and motivation of employees in health and safety.
- h. Recommends disciplinary procedures for repeated violators of safety and health rules.
- i. Maintains the state safety and health poster, emergency telephone numbers, OSHA Form 200, and other notices required by UOSHA. Ensures this information is posted in places where employees can see them on each job.
- j. Develops and maintains accident and incident investigation and reporting procedures and systems.
- k. Report occupational fatalities and serious injuries to UOSHA within 12 hours of occurrence.

Department Manager/Superintendent/Foreman

- a. Familiarizes him/her-self with health and safety regulations related to his/her area of responsibility.
- b. Directs and coordinates health and safety activities within area of responsibility.
- c. Ensures arrangements for prompt medical attention in case of serious injury have been provided for each job, to include transportation, communication, and emergency telephone numbers; and a person with valid certified first aid training is available if required.

- d. Requires all employees supervised to use individual protective equipment and safety devices.
- e. Ensures that safety equipment is available, maintained, used, and stored correctly.
- f. Conducts frequent and regular health and safety inspections of work area. Directs correction of unsafe conditions. Informs company health and safety person of inspection results.
- g. Conducts weekly safety briefings with all supervisors and/or workers.
- h Ensures that foremen are aware of and comply with requirements for safe practices.
- i. Reviews all accidents/incidents with foremen and workers involved. Submits written reports to the health and safety manager. Insures that corrective action is taken immediately to eliminate the cause of the accident.
- j. Requires all subcontractors and subcontractor personnel to comply with safety and health regulations.
- k. Provides "feedback" information and recommendations to the safety and health manager concerning safety and health matters.

1. Maintains copies of applicable programs and OSHA forms on site, in accordance with company practice and policy. For example, the hazard communication program, material data safety sheets, OSHA 200 Injury Log if not quickly available from the central office.

First Line Supervisor / Foreman

a. Be familiar with and enforces safety and health regulations that apply to company operations within his/her area of responsibility.

b. Coordinates safety and health activities within his area of responsibility, to include motivation of employees for safe work practices.

c. Assure that safety devices and proper individual protective equipment are used by persons under his supervision.

d. Instructs all persons within area of responsibility in job health and safety requirements and requires compliance.

e. Conducts weekly (or as often as needed) safety briefings with all workers under his/her supervision.

- f. Ensures that injuries are treated promptly and reported properly.
- g. Investigates all accidents/incidents, obtains all pertinent data, files a complete report with the Project Manager/ Superintendent/Foreman and initiates corrective action.
- h. Conducts frequent and regular safety and health inspections of his/her work areas and ensures that no unsafe conditions exist in area of responsibility. Reports to the Project Manager/ Superintendent/Foreman on any corrective actions needed which are beyond his control.

Office Manager / Clerk

- a. Maintains all records, such as the OSHA Form 101 Supplementary Record of Occupational Injuries and Illnesses or equivalent (Report of Occupational Injury or Disease), of accidents that have taken place during company operations. May include the OSHA 200 Injury/Illness Log for individual projects/sites with provisions for rapid transmit to the site.
- b. Processes all paperwork associated with accidents, on-site inspections and in-house audits. Maintains permanent record for company files.
- c. Maintains all medical records, evaluations and exposure monitoring records for a period of 30 years.

d. Maintain all training records.

All Employees

a. Be familiar with and comply with proper health and safety practices.

b. Use the required safety devices and proper personal protective safety equipment.

c. Notify supervisor immediately of unsafe conditions and acts.

d. Report all accidents to supervisor immediately.

Subcontractor Compliance

All contracts and subcontracts require that state laws concerning health and safety will be observed by the subcontractor. The provisions of these health and safety responsibilities apply to subcontractors and their employees working for this company. Failure to fulfill this requirement is a failure to meet the conditions of the contract.

Industrial Accidents and/or Illness

- a. The employer shall investigate or cause to be investigated all work-related injuries and occupational diseases and any sudden or unusual occurrence or change of conditions that pose an unsafe or unhealthful exposure to employees.
- b. The employer shall, within 12 hours of occurrence, notify Utah Occupational Safety & Health Division of any work-related fatality; of any disabling, serious, or significant injury; and of any occupational disease incident. (801) 530-6901
- c. The employer shall file a report with the Industrial Commission within (7) seven days after the occurrence of an injury or occupational disease, after the employer's first knowledge of the occurrence, or after the employee's notification of the same, on forms or methods prescribed by the commission, of any work-related fatality or any work-related injury or occupational disease resulting in medical treatment, loss of consciousness, loss of work, restriction of work, or transfer to another job.
- d. The employer shall file a subsequent report with the commission of any previously reported injury or occupational disease that later resulted in death. The subsequent report shall be filed with the commission within (7) seven days following the death or the employer's first knowledge or notification of the death. No report shall be required for minor injuries, such as cuts or scratches that require first-aid treatment only, unless a treating physician files, or is required to file, the Physician's Initial Report of Work Injury or Occupational Disease with the commission. Also, no report is required for occupational diseases that manifest after the employee is no longer employed by the employer with which the exposure occurred, or where the employer is not aware of an exposure occasioned by the employment which results in an occupational disease as defined by Section 35-2-107.
- e. The employer shall provide the employee with a copy of the report submitted to the Industrial Commission. The employer shall also provide the employee with a statement, as prepared by the

commission, of his rights and responsibilities related to the industrial injury or occupational disease.

f. The employer shall maintain a record in a manner prescribed by the Industrial Commission of all work-related fatalities or work-related injuries and of all occupational diseases resulting in medical treatment, loss of consciousness, loss of work, restriction of work, or transfer to another job.

OSHA FORM 200 Injury/Illness Log

The OSHA Form 200 log of all recordable occupational injuries and illnesses will be maintained for each job location by the superintendent. In some cases, the log may be kept at the main office. This involves posting the information from the initial accident report on a master form in the main office within (7) seven days after the accident has occurred. The summary section of the OSHA Form 200 must be posted at each job site by February 1st of the following year and remain in place until March 1st.

TRAINING

Training and education cannot be over-emphasized as a means of learning a healthful and safe approach to employee work effort. Knowledge of the safety rules and how and when to function under the rules, supplemented by compliance, is essential to safety.

a. Employees scheduled for any safety and health training will attend such training.

b. New employees will be provided orientation training and will be furnished information and literature covering the company health and safety policies, rules, and procedures. This orientation training must be provided prior to the employee's exposure to the work environment.

c. Individual job/task training, to include the applicable regulations/standards for their job, will be provided to all employees. Included in this training is: the recognition, avoidance, and prevention of unsafe conditions, areas and activities that require personal protection equipment, and how to use protective equipment (such as respirators, etc.).

d. {Monthly/quarterly} on-going safety training sessions will be conducted to provide information and training on new equipment, new procedures, new chemicals, refresher/remedial training in specific areas, or meet annual requirements. Such training may be held in conjunction with the safety briefings/meetings addressed elsewhere in this program.

e. Various individual Workers' Safety programs specify that training be provided to employees. Supervisors will ensure their employees are scheduled and provided this training as required. Examples include fire extinguisher training, confined space entry, respirator care and use, hazard communication, lockout/tagout procedures, industrial truck/forklift operation, and electrical work, to name a few.

f. Training addressed above will be documented in the employees' personnel records and/or in a master training record.

{Employers should review their training requirements and include training time frames or schedules in this section. Training outlines/guidelines should also be developed to ensure all areas/items are covered in this training.}

Hazard Identification, Assessment, and Control

Hazard identification and elimination is not only an inherent responsibility of supervision in providing a safe workplace for employees, but also requires employee involvement. As such, hazard evaluation and control shall be an on-going concern for all. It is the responsibility of everyone (management, supervisors and all employees) to identify, report, and correct, all possible hazards. Reports should be made to the Health and Safety Manager or supervisor for appropriate action.

This company has a procedure for conducting inspections of jobsites for compliance with health and safety rules. The purpose of the in-house inspection is to identify hazards and unsafe practices before they cause an injury or accident.

Formal safety and health inspections will be conducted under the following minimum timelines:

- a. Safety and Health Manager: Monthly of all fixed facilities and shop, and each project or job site.
- b. Superintendent/Department Manager: Monthly of his/her project. More often as may warrant.
- c. Foremen/supervisors: Weekly of area of responsibility of jobsite.
- d. The company's safety and health program will be reviewed by the Safety and Health Manager on an annual basis.

Checklist

This listing includes items and categories for health and safety inspections on the job. It is generic and not all inclusive, but provides a guideline to be developed into a checklist for use during the inspection.

- a. First aid safety and health equipment.
- b. Posters, signs required by Utah Occupational Safety and health.
- c. Accident reporting records.
- d. Employee training provided, such as safety talks, worker orientation.
- e. Equipment and tools: condition, use.
- f. Protective guards and devices - availability, use, proper maintenance and operating condition.
- g. Housekeeping, maintaining clean work areas free of trash/debris accumulation, tripping and slipping hazards.
- h. Lighting: for adequacy and safety.
- i. Sanitation: water, toilets for cleanliness and proper operation.
- j. Noise hazards, hearing protection.
- k. Ventilation for gases, vapors, fumes, dusts.
- l. Availability of personal protective equipment: Hard hats/head protection, respirators, safety belts, life lines, safety shoes, eye protection, gloves.
- m. Fire protection, prevention and control, use of fire protection equipment.

- n. Temporary buildings, trailers, sheds.
- o. Open yard storage.
- p. Storage of flammable and combustible liquids including service and refueling areas for vehicles.
- q. Temporary heating devices.
- r. Tools (hand, power, welding): condition and use.
- s. Electrical system and devices; condition and use of cords; ground fault protection or assured grounding conductor protection.
- t. Openings - floor, wall, railings.
- u. Materials - handling equipment and elevators.
- v. Ladders: condition and use.
- w. Hazard communication program and material safety data sheets (MSDS).
- x. Excavations and trenches: protective systems.
- y. Scaffolds: Safety railings, secured.
- z. Other items as appropriate.

INDIVIDUAL SAFETY AND HEALTH PROGRAMS LISTING

UOSHA standards specify various individual programs that may be applicable to construction companies. Highlights of these programs are provided below, and specific written programs or

procedures are incorporated as appendixes into this document or are available separately.

Construction Company Safety and Health Rules. These rules provide safety guidance for the company and employees to follow on the project or job site. They cover various requirements in such areas as housekeeping, fire prevention, electrical, ladders, scaffolds, excavations, etc, that can be encountered on the job site. Attached as Appendix ____.

Hazard Communication Program. If employees are exposed to or work with hazardous chemicals at the job site, this program is required. Important elements of the program are written program required to include a master listing of chemicals; maintaining material safety data sheets on each chemical; and training of employees on the program, the chemicals exposed to, and material safety data sheets. Attached as Appendix ____.

Confined Space Entry Program. If employees enter a confined space that contains or has the potential to contain a atmospheric or physical hazard, this program is required. 29 CFR 1910.146; Confined Spaces program must be used as guidance to develop the company's program. Primary elements of the program are identification of applicable confined spaces, testing/ monitoring, control or elimination of hazards, protective equipment, entry authorization, attendants, training, and rescue. Attached as Appendix ____.

Asbestos Control Program. If employees are exposed to asbestos fibers above the permissible exposure limit (PEL) through work actions such as demolition work or specialized asbestos removal work, this program is required. Program elements include regulated areas, exposure monitoring, medical surveillance and records maintenance, engineering controls, personal protective equipment, and training. A Attached as Appendix ____.

Respiratory Protection Program. If employees are exposed to hazardous/toxic chemical,

paint or other gases, vapors, fumes, dusts, or mists above the permissible exposure limit, and/or respirators are worn by employees, this program is required. Program elements are written program for the selection, maintenance, care, and use of respirators, fit testing, training, and employee evaluation for use. Attached as Appendix ____.

Occupational Noise Exposure / Hearing Conservation Program. If employees are exposed to noise levels above the permissible noise exposures, protection against the effects of noise and an effective hearing conservation program are required. Such a program would include elements such as written program, noise monitoring, hearing evaluations and follow-on testing, personal protective equipment (hearing protection), and maintenance of medical records. Attached as Appendix ____.

Lockout/Tagout Program. If employees deactivate or deenergize electrical controls, equipment, or circuits and thus exposed to electrical energy, this program is required. Program elements include lockout when possible, tagout when lockout not possible, and employer providing and controlling lockouts. (As currently written, this program applies only to electrical energy - a lockout/tagout program for all forms of hazardous energy is forthcoming for the construction industry.) Attached as Appendix ____.

Assured Equipment Grounding Conductor Program. If the employer uses assured equipment grounding verses ground fault circuit interrupters to provide employee electrical grounding protection, this program is required. Program elements include the inclusion of all cord sets, receptacles, and cord/plug connected equipment and tools; a written program; quarterly testing; recording of each test by logging, color coding, or other equally effective means; and designation of a competent person to run the program. Attached as Appendix ____.

Fire Protection and Prevention. A fire protection and prevention program must be developed to be followed throughout all phases of the construction and demolition work. Program elements include providing the specified firefighting equipment, periodic inspections of the same, providing fire alarm devices/system, and establishment and adherence to fire prevention practices. Attached as Appendix ____.

(Company Name)

SAFETY & HEALTH RULES

The following are the primary Occupational Safety and Health rules and regulations applicable to our operations, that must be complied with by our company:

Utah Administrative Code

29 CFR 1910 Rules and Regulations for General Industry

29 CFR 1926 Rules and Regulations for Construction

General Workplace Safety Rules

- a. Report unsafe conditions to your immediate supervisor.
- b. Promptly report all accidents/injuries/incidents to your supervisor.
- c. Use eye and face protection where there is danger from flying objects or particles, (such as when grinding, chipping, burning and welding, etc.) or from hazardous chemical splashes.

- d. Dress properly. Wear appropriate work clothes, gloves, and shoes or boots. Loose clothing and jewelry shall not be worn.
- e. Operate machines or other equipment only when all guards and safety devices are in place and in proper operating condition.
- f. Keep all equipment in safe working condition. Never use defective tools or equipment. Report any defective tools or equipment to supervisor.
- g. Properly care for and be responsible for all personal protective equipment (PPE). Wear or use any such PPE when required.
- h. Lockout or tagout or disconnect power on any equipment or machines before any maintenance, unjamming, and adjustments are made.
- i. Do not leave materials in aisles, walkways, stairways, work areas, roadways, or other points of egress.
- j. Practice good housekeeping at all times.

k. Training on equipment is required prior to unsupervised operation.

l. Compliance with all governmental regulations/rules and all company safety rules in the following sections is required.

Housekeeping

a. Proper housekeeping is the foundation for a safe work environment. It definitely helps prevent accidents and fires, as well as creating a professional appearance in the work area.

b. Material will be piled or stored in a stable manner so that it will not be subject to falling.

c. Combustible scrap, debris, and garbage shall be removed from the work area at frequent and regular intervals.

d. Stairways, walkways, exit doors, in front of electrical panels, or access to fire fighting equipment will be kept clear of materials, supplies, trash, and debris.

Fire Prevention

a. All firefighting equipment shall be conspicuously located, accessible, and inspected periodically, and maintained in operating condition.

- b. All employees must know the location of fire fighting equipment in the work area and have a knowledge of its use and application.
- c. Only approved safety cans shall be used for handling or storing flammable liquids in quantities greater than one gallon. For one or less gallon, only the original container or a safety can will be used.
- d. When heat producing equipment is used, the work area must be kept clear of all fire hazards and all sources of potential fires will be eliminated.
- e. A salamander or other open-flame device will not be used in confined or enclosed structures without proper ventilation. Heaters will be vented to the atmosphere and located an adequate distance from walls, ceilings and floors.
- f. Fire extinguishers will be available at all times when utilizing heat-producing equipment.
- g. Storage of LPG within buildings is prohibited.

Industrial Hygiene and Occupational Health

- a. Toilet facilities shall be provided as required for the number of workers.
- b. An adequate supply of potable water shall be provided. The use of a common drinking cup is prohibited.
- c. Provisions will be made prior to commencement of the project for prompt medical attention in case of serious injury, to include emergency telephone numbers, transportation, and communications.
- d. When no medical facility is reasonably accessible (time and distance) to the worksite, a person who has a valid certificate of first aid training will be available at the worksite to render first aid.
- e. Employees must be protected against exposure to injurious sound levels by controlling exposure or by use of proper personal protective equipment.
- f. Employees must be protected against exposure to ionizing (x-ray, radioactive) and non-ionizing (laser beam) radiation.
- g. Protection against exposure to harmful gases, fumes, dust, and similar airborne hazards must be furnished through proper ventilation or personal respiratory equipment.
- h. Any demolition work will be assessed for lead exposure, particularly if drywall or any painted surfaces or abrasive blasting/grinding is involved, and asbestos exposure.

Personal Protection and Related Equipment

- a. Personal protective equipment must be worn as required for each job in all operations where there is an exposure to hazardous conditions. Equipment requirements will be reviewed by supervisor/foreman, etc.

- b. Employees are expected to utilize proper judgement in their personal habits. When they report to work each morning they must be in fit condition to meet daily obligations.

- c. Goggles, face shields, helmets and other comparable equipment are required to fit the eye and face protection needs of the employee for each job.

- d. Hard hats and steel toed safety work boots/shoes must be worn by all employees at all times where required.

- e. Appropriate gloves, aprons and boots are to be used when necessary for protection against acids and other chemicals which could injure employees' skin.

- f. Respiratory equipment in many cases is needed for protection against toxic and hazardous fumes/dusts. Supervisors must verify which equipment meets the need for breathing safety. Only MSHA/NIOSH approved equipment will be used.

g. The use of safety harnesses, belts, and lanyards are required when working in areas where there is no guardrail protection and on certain suspended scaffolds. Any time a potential for falling over six feet is present, safety belts or standard railing must be used.

h. Flagmen will wear a red or orange warning garment while flagging; reflectorized garments will be worn at night.

Electrical

a. Live electrical parts shall be guarded against accidental contact by cabinets, enclosure, location, or guarding.

b. Working and clear space around electric equipment and distribution boxes will be kept clear and assessable.

c. Circuit breakers, switch boxes, etc. will be legibly marked to indicate its purpose.

d. Either ground fault circuit interrupters or an assured equipment grounding conductor program will be used to protect employees on constructions sites from electric shock.

- e. All extension cords and electric powered tools (except double insulated) will be grounded. Ground prongs will not be removed. Cords and strain relief devices will be in good condition.
- f. All lamps for general illumination will have the bulbs protected against breakage. Temporary lights will not be suspended by their electrical cords unless cords and lights are designed for such suspension.

Compressed Gas Cylinders

- a. All gas cylinders shall have their contents clearly marked on the outside of each cylinder.
- b. Cylinders must be transported, stored, and secured in an upright position. They will never be left laying on the ground or floor, nor used as rollers or supports.
- c. Cylinder valves must be protected with caps and closed when not in use.
- d. All leaking or defective cylinders must be removed from service promptly, tagged as inoperable and placed in an open space removed from the work area.
- e. Oxygen cylinders and fittings will be kept away from oil or grease.

f. When cylinders are hoisted, they will be secured in a cradle, sling-board, or pallet. Valve protection caps will not be used for lifting cylinders from one vertical level to another.

Ladders

a. Ladders will be periodically inspected by a competent person to identify any unsafe conditions. Those ladders with structural defects will be removed from service, and repaired or replaced.

b. Straight ladders used on other than stable, level, and dry surfaces must be tied off, held, or secured for stability.

c. Portable ladder side rails will extend at least three feet above the upper landing to which the ladder is used to gain access.

d. The top or top step of a stepladder will not be used as step.

Cranes

- a. All cranes will inspected by a competent person prior to each use/during use to make sure it is in safe operating condition. Also, a certification record of monthly inspections to include date, inspector signature, and crane identifier will be maintained.
- b. A thorough annual inspection of hoisting machinery will be made by a competent person, or by a government or private agency, and records maintained.
- c. Loads will never be swung over the heads of workers in the area.
- d. Hand signals to crane operators will be those prescribed by the applicable ANSI standard to the type of crane in use.
- e. Tag lines must be used to control loads and keep workers away.
- f. Loads, booms, and rigging will be kept at least 10 feet of energized electrical lines rated 50 KV or lower unless the lines are de-energized. For lines rated greater that 50 KV follow Occupational Safety and Health Rules and Regulations.
- g. Cranes will always be operated on firm, level surfaces, or use mats/pads, particularly for near-capacity lifts.
- h. Accessible areas within the swing radius of the rear of the rotating superstructure of the crane, either

permanently or temporarily mounted, will be barricaded in such a manner as to prevent employees from being struck or crushed by the crane.

i. Rigging equipment (chains, slings, wire rope, hooks, other attachments, etc.) will be inspected prior to use on each shift to ensure it is safe. Defective rigging and equipment will be removed from service.

j. Job or shop hooks or other makeshift fasteners using bolts, wire, etc. will not be used.

k. Wire rope shall be taken out of service when one of the following conditions exist:

1. In running ropes, 6 random distributed broken wires in one lay or 3 broken wires in one strand or one lay.

2. Wear of one-third the original diameter of outside individual wires.

3. Kinking, crushing, bird caging, heat damage, or any other damage resulting in distortion of the rope structure.

4. In standing ropes, more than two broken wires in one lay in sections beyond end connections, or more than one broken wire at an end connection.

Welding and Brazing

- a. Combustible material will be cleared from the area around cutting or welding operations.
- b. Welding helmets and goggles will be worn for eye protection and to prevent flash burns. Eye protection to guard against slag while chipping, grinding and dressing of welds will be worn.
- c. Only electrode holders specifically designed for arc welding will be used.
- d. All parts subject to electrical current will be fully insulated against the maximum voltage encountered to ground.
- e. A ground return cable shall have a safe current carrying capacity equal to, or exceeding, the specified maximum output capacity of the arc welding unit that it services.
- f. Cables, leads, hoses, and connections will be placed so that there are no fire or tripping hazards.

Tools

- a. Take special precautions when using power tools. Defective tools will be removed from service.
- b. Power tools will be turned off and motion stopped before setting tool down.
- c. Tools will be disconnected from power source before changing drills, blades or bits, or attempting repair or adjustment. Never leave a running tool unattended.
- d. Power saws, table saws, and radial arm saws will have operational blade guards installed and used.
- e. Portable abrasive grinders will have guards installed covering the upper and back portions of the abrasive wheel. Wheel speed ratings will never be less than the grinder RPM speed.
- f. Compressed air will not be used for cleaning purposes except when pressure is reduced to less than 30 psi by regulating or use of a safety nozzle, and then only with effective chip guarding and proper personal protective equipment.

g. Any employee furnished tools of any nature must meet all OSHA and ANSI requirements.

Safety Railings and Other Fall Protection

a. All open sided floors and platforms six feet or more above adjacent floor/ground level be guarded by a standard railing (top and mid rail, toeboard if required).

b. All stairways of four or more risers or greater than 30 inches high will be guarded by a handrail or stairrails.

c. When a hole or floor opening is created during a work activity, a cover or a barricade must be installed immediately.

d. Safety nets will be provided when workplaces are more than 6 feet above the ground, water, or other surfaces where the use of ladders, scaffolds, catch platforms, temporary floors, safety lines, or safety belts/harness, is impractical.

e. Safety harnesses, belts, lanyards, lines, and lifelines may be used in lieu of other fall protection systems to provide the required fall protection.

f. Adjustment of lanyards must provide for a not more than a six foot fall, and all tie off points must be at

least waist high.

Scaffolds

- a. Scaffolds will be erected, moved, dismantled, or altered only under the supervision of a competent person.
- b. Standard guardrails (consisting of toprail, midrail, and toeboard) will be installed on all open sides and ends of platforms more than ten feet above the ground/floor.
- c. Scaffolds four to ten feet in height with a minimum horizontal dimension in any direction less than 45 inches will have standard railings installed on all open sides/ends.
- d. Planking will be laid tight, overlap at least 12 inches, and extend over end supports 6 - 12 inches.
- e. Mobile scaffolds will be erected no more than a maximum height of fours times their minimum base dimension.
- f. Scaffolds will not be overloaded beyond their design loadings.

Excavations and Trenches

- a. Any excavation or trench five feet or more in depth (or less than five feet and showing potential of cave-in) will be provided cave-in protection through shoring, sloping, benching, or the use of trench shields. Specific requirements of each system are dependent upon the soil classification as determined by a competent person.
- b. A competent person will inspect each excavation/trench daily prior to start of work, after every rainstorm or other hazard increasing occurrence, and as needed throughout the shift.
- c. Means of egress will be provided in trenches four feet or more in depth so as to require no more than 25 feet of lateral travel for each employee in the trench.
- d. Spoil piles and other equipment will be kept at least two feet from the edge of the trench or excavation.

Motor Vehicles and Mechanized Equipment

- a. All vehicles and equipment will be checked at the beginning of each shift, and during use, to make sure it is in safe operating condition.
- b. All equipment left unattended at night adjacent to highways in normal use shall have lights or reflectors, or barricades with lights or reflectors, to identify the location of the equipment.

c. When vehicles or mobile equipment are stopped or parked, parking brakes shall be set. Equipment on inclines shall have wheels chocked as well as having parking brakes set.

d. Operators shall not use motor equipment having an obstructed rear view unless vehicle has an audible reverse signal alarm, or is backed only when observer says it is safe to do so.

e. All vehicles or combinations of vehicles shall have in operable condition at least the following equipment:

1. Two headlights and two taillights (when visibility conditions warrant), and brake lights.
2. Audible warning device at operator's station.
3. Seats, firmly secured, for the number of persons carried. Passengers must ride in seats.
4. Seat belts properly installed.
5. Service, parking and emergency brake system.

f. All vehicles with cabs will be equipped with windshields (with safety glass) and powered wiper.

g. All material handling equipment will equipped with rollover protective structures.

Miscellaneous

- a. All protruding reinforcing steel, onto and into which employees could fall, shall be guarded to eliminate the impalement hazard.
- b. Concrete buckets and other material loads being lifted by crane will not be ridden by workers.
- c. Enclosed chutes will be used when material, trash, and debris are dropped more than 20 feet outside the exterior walls of a building. A substantial gate will be provided near the discharge end of the chute, and guardrails at the chute openings into which workers drop material.